

United States Department of Agriculture



Natural Resources Conservation Service
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August 29, 2008

NEW MEXICO BULLETIN NO. 250-8-09

SUBJECT: FNM – APPROVAL PROCESS FOR ACTUAL TRAVEL SUBSISTENCE

TO: All Employees

Purpose. To advise all employees of the approval process for actual subsistence in lieu of per diem.

Expiration. September 30, 2008.

In the past, actual lodging has been approved on a case by case basis whenever lodging was not available at the Government rate. This is still the case; however, approvals for actual subsistence up to 150 percent of per diem must now be granted by the Chief. Requests for actual subsistence greater than 150 percent but less than 300 percent of per diem must be granted by the USDA Office of the Chief Financial Officer. Requests greater than 300 percent will not be considered.

All requests for actual subsistence up to 150 percent of per diem must be requested using the attached form. Please submit all requests to the Financial Management team at the state office at least 2 weeks prior to traveling. Signed approvals will be sent back to the requesting office within 5 business days.

If you have any questions regarding this information, please contact Angelica Chavez, Budget Analyst, at 505-761-4415 or at angelica.chavez@nm.usda.gov.

/s/

DENNIS L. ALEXANDER
State Conservationist

Attachment

Helping People Help the Land

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